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## ROUTING AND RECORD SHEET

INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

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Comptroller

Chief of Logistics

Notice of Final Payment on Contracts and Leases

- 1. We have experienced difficulty in the past in the administrative control of Contract and Lease Files, due to the fact that we do not have knowledge of the dates final payments are made, or of the totals of payments against contracts and leases.
- 2. This problem also is involved in application of the disposal schedule for records as approved by National Archives. This schedule states that Contract and Lease Files will be retired to a Records Center one year after final payment and disposal will be made eleven years after final payment.
- 3. In order properly to control Contract and Lease Files of the Procurement and Real Estate and Construction Divisions of this Office, it is requested that written notice of final payment be furnished these Divisions by Finance or Fiscal Division, as the case may be. This notice should also include final payment and settlement on contracts by the General Accounting Office where required under existing regulations.

4.	Attach	d 1s s	draft	of a	suggest	ted form	"Not	ice	of I	Final
Payment"	, which	would	furnish	suff	Cicient	informa	tion	to	serve	our
needs.										

JAMES A. GARRISON

1 Attachment: Draft of Form

LO/AS/GM:mel (21 October 1953)

Distributions

2 - Addressee, w/a

1 - LO/Official File, w/a

1 - C/PD, w/a

1 - C/RESC, w/a

1 - Records Officer, w/s

CONFIDENTIAL

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OF PROLLER

Approved F Release 2002/07/12 : CIA-RDP79-000 A000200040040-1

## NOTICE OF FINAL PAYMENT

TO:	Logistics Office, Logistics Office,	Procurement Division ( ) Real Estate and Construction Divis	9.7%
Cont	ract No.		33
Tota	l of Payments Made	8	12 0 5 E
Date	of Final Payment		
			£,- )
		( ) Finance Division	

Piscal Division